Alaska



Entered the Union 1959

Population (est. 1994):

609.000 Rank: 48/50

Land Area (square miles):

570,373 Rank: 1/50

State Historical Records Coordinator:

John Stewart, State Archivist Alaska State Archives 141 Willoughby Avenue, Juneau, AK 99801 Telephone: (907) 465-2275

Internet: johns@muskox.alaska.edu

Rank: 36/50

ARCHIVES AND RECORDS PROGRAM

State Archives Established: 1970 **State Records Management Initiated:** 1957

active after 1968

Archives and Records Management Placement (joint program): Department of Education; Division of Libraries, Archives and Museums: State Archives

Total Budget, Archives and Records Management (FY 1994): \$805,000 Rank: 31/43

Total State Govt Expenditures (1993):

See "Notes" section, below, for program elements included in

Number of Archives/Records FTEs per 1000 State FTEs:

Average earnings for all full-time state employees

budget and FTEs. Percent of Total State Expenditures Allocated to

Archives and Records: 0.016 % Rank: 25/43

STAFFING

State Government FTEs (1992):

24,246 Rank: 40/50

Archives & Records FTEs (1994):

Total

13 Archives 4

Records Mgt 6 Other 3

Rank: 36/43

Archivist I Records Analyst I

(Oct. 1992):

FINANCES

\$4,933,907,000

Salary ranges for entry level professionals \$42,692-58,136 \$42,692-58,136

\$39,096 per year

Rank 21/43

HOLDINGS



State Archives			Records Center
Paper records Government Nongovernment Microfilm (total no. of rolls)	17,537 0	cu. ft. cu. ft.	Paper records Government 46,000 cu. ft. Nongovernment 0 cu. ft. Microfilm (total po. of rolls)
Microfilm (total no. of rolls) Photographs	877 10,000	rolls items	Microfilm (total no. of rolls) Computer generated 2,500 reels
Films, videos, audio tapes Maps, blueprints, drawings	8,000 1,500	items cu. ft.	Maps, blueprints, drawings 300 cu. ft.
Books, other printed Artifacts, 3D objects	few 40	cu. ft.	

ACCESS TO RECORDS IN STATE ARCHIVES



Reference services provided (FY 1994)

Individual daily visits 136 Mail requests 115 Telephone requests 281

Reference activity has been relatively stable over last 2

vears.

Services provided free of charge:

Use of reference room

Answers to in-state and out-of-state mail requests

Typed certified copies or exemplifications

Commercial use of documents/photos cont. Arrangement and description activities (FY 1994)

1,041 cu. ft. Records arranged and described

(144 series)

Descriptions of holdings are provided through:

Western Library Network (WLN) Networks:

Nonelectronic finding aids available at State Archives describe 30% of holdings at the record group and 50% at the

series level.

Alaska page 2

ACCESS TO RECORDS IN STATE ARCHIVES, cont.



Reference services, cont.

Services provided for a fee:

Photocopies and faxes of documents or finding aids E-mail for receiving/responding to requests

Typed certified copies or exemplifications No fees have been initiated in last 2 years.

Arrangement and description, cont.

Published finding aids produced by State Archives describe 30% of holdings at record group and 50 % at the series level.

FACILITIES



60,000 cu. ft.

1992

State Archives Building

(owned by State Archives) Constructed:

Total storage capacity:

22,000 cu. ft.

Percent now occupied:

90%

Will be full within 5 years

No construction planned

Existing environmental controls (ANSI/NFPA standards):

100%

year-round temperature controls

State Records Center

(rented by State Archives)

Constructed:

Total storage capacity:

75% Percent now occupied:

Will be full in 5-10 years

No construction planned Additional facility owned by State Archives is used to house 15% of records center

holdinas.

Existing environmental controls (ANSI/NFPA standards):

100%year-round temperature controls 0%year-round humidity controls

100%fire detection 100%fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

Technical assistance provided by (FY 1994):

No. completed 64(state agencies)

2(local govt officials)

No. of agencies served17(state agencies)

4(local govt officials)

No. of local government units (1992):

special districts 149 municipalities 14

Services to state agencies

Training and consultation

Publications

Micrographics services

Services to local governments:

Training

Publications

State Archives may accept original records from local governments as a repository of last resort.

MICROGRAPHICS



PRESERVATION POLICIES AND SERVICES



Microfilming activities by State Archives (FY 1994)

Source document microfilming969,926 images 2,607 Processing rolls

1,586 Duplicating rolls

28,064 fiche

State Archives provides centralized micrographics services for state government agencies.

State Archives has not experienced redox problems.

State Archives stores security microfilm for state and local government agencies.

Preservation activities by State Archives (FY 1994)

No activity reported

State Archives does not have a written preservation plan but it does have a written disaster plan.

State Archives does not have a preservation officer nor employs a trained, full-time conservator.

Alaska does not have a statewide preservation plan.

Alaska page 3

AUTOMATED APPLICATIONS

A

State Archives uses the following automation applications:

Finding aids Word for Windows 6.0
Accessioning RBase 4.5
Inventory control RBase 4.5

Records scheduling Word for Windows 6.0 Correspondence Bookkeeping Word for Windows 6.0 Excel 5.0

Publications Word for Windows 6.0
Records mgt forms State Mainframe IBM 3270

Electronic Mail

State Archives can communicate within the agency and with other state government agencies through a government-wide e-mail system. NASIRE reports that Alaska has established a statewide electronic mail standard.

ELECTRONIC RECORDS



State Archives has an electronic records management program integrated with its regular program.

State Archives has surveyed/inventoried and scheduled dispositions for electronic records.

Provides security storage for electronic records but has not accessioned any.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES



Definition of a record

1990 statute

Includes e-mail and electronic records.

Public's right to access to government records

provided in 1994 regulation.

Restrictions to specific classes of records

provided, vital statistics may be opened after 50-75 years, no time limits specified for other records.

Permanent paper standards

None

Optical imaging standards

None

Admissibility of microfilm

1994 statute

Admissibility of optical images

Under development

Admissibility of electronic records

1990 statute

Theft/defacement of a public record

1971 statute

Replevin

1971 statute

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES

Information Resources Management

Assigned to Department of Administration; State Archives is active in the state's IRM work.

Information Policy Coordination

Constituted formally, assigned to Telecommunication Information Council; State Archives is active in information policy work.

Government Information Locator Service

No activity reported.

Electronic Access to Government Information and Services

NASIRE reports that integrated electronic access to government information and services is in the planning process; an RFI for kiosk has been issued.

NGA reports that a tracking system enables the governor's office to track appointments to boards and commissions.

SLED: Statewide Library Electronic Doorway telnet://sled.alaska.edu

Alaska page 4

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS



Records Management Regulations

[NAGARA Clearinghouse Winter 1995]

Working Group to rewrite general records retention schedules

[NAGARA Clearinghouse Winter 1995]

\mathfrak{R} SHRAB ACTIVITIES

The Alaska SHRAB has a "travel" (pre-planning) grant for 1995-1996.

FOR FURTHER INFORMATION





State Archives and Records Management

John Stewart, State Archivist Alaska State Archives 141 Willoughby Avenue, Juneau, AK 99801 Telephone: (907) 465-2275 Fax: (907) 465-2465 Internet: johns@muskox.alaska.edu

Notes

Program elements included in Archives and Records Management budget and FTE figures:

In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Alaska budget and personnel figures also

service to local governments-centralized micrographics.

·preservation microfilming, ·records center

Abbreviations/Acronyms

COM Computer output microfilm

COSHRC Council of State Historical Records Coordinators

FTEs Full time equivalent staff positions State Historical Records Advisory Board SHRAB

N/A Not available

NAGARA National Association of Government Archives and

Records Administrators

NASIRE National Association of State Information Resources

Executives

National Governor's Association NGA

NHPRC National Historical Publications and Records

Commission

RLIN Research Libraries Information Network **SHRAB** State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, Clearinghouse, and interviews with state personnel.

Contact for COSHRC report:. John Stewart, State Archivist, Alaska State Archives

141 Willoughby Avenue, Juneau, AK 99801, Telephone: (907) 465-2275

Estimated State Population (July 1, 1994):

Estimates were published in the Census Bureau newsletter, Census and You (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992. Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, Government Organization.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," Government Technology ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," Government Technology (May 1995): 52, "Internet Connections to State Government," Government Technology (May 1995):62.